

Mary O'Neil

From: Kimberlee Sturtevant
Sent: Tuesday, May 26, 2020 2:52 PM
To: Mary O'Neil
Subject: FW: Questions

Hi Mary,
Sorry not to get this to you sooner, but my email has been giving me trouble today. Below in red are my responses. Please let me know if you have any questions.

Thanks,

Kim

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From: Mary O'Neil
Sent: Wednesday, May 20, 2020 8:11 AM
To: Kimberlee Sturtevant <ksturtevant@burlingtonvt.gov>
Cc: Scott Gustin <SGustin@burlingtonvt.gov>
Subject: Questions

Good morning Kimberlee,

Eric Morrow of the DAB requested that I ask the Attorneys' office the proprieties of Zoom meetings; specifically,

1. Is it not appropriate that a board member submit a motion to the Chair; who then requests a second? His point is that the Chair should not be making any motions. How is the board member submitting a motion to the Chair? Correct that the Chair should not make the motion, but if he/she is just restating the motion for clarity of the record than that is okay.

2. Voting on Zoom – if it cannot be observed by call-in attendees (I answered that the staff member or Chair could verbally acknowledge the vote.) Yes, I believe the staff or Chair could verbally acknowledge the vote for clarity.
3. Relative to call-in participants (if there are any); how to observe Roberts Rules? I believe he means to be recognized as a participant. The way it has been handled so far is the staff member can assist by identifying who is in queue and the Chair then recognizes them. I would suggest allowing them to email you as the staff member saying they want to speak or have the raise your hand function on for zoom. It is a bit tricky when they are logged in by just a phone number. For those that are just on the phone, the chair can ask if there are any persons that want to speak and then just make sure they identify themselves for the record.

I think Scott was skillful in this last night at DRB.

I believe I answered his questions, but he was insistent it come from your office.

I hope you are managing, and your family is well.



Mary O'Neil, AICP
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Please note! Our offices have moved to 645 Pine Street as of December 2, 2019.

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